

**ACHIEVEMENT REQUIREMENTS
ENGLISH 112
Spring 2005**

Instructor: Jen Almjeld
E-mail: jalmjel@bgnet.bgsu.edu
Office: 415A East Hall
Office Phone: 372-0591
Office Hours: 2-4 p.m. Monday (and by appointment)
Home Phone: 308-7504
Mailbox: 210 East Hall (my mailbox is above my name)
Writers Lab: 303 Moseley Hall
Writers Lab Phone: 372-2221 (call ahead to make an appointment)

REQUIRED COURSE TEXTS, MATERIALS, AND EQUIPMENT

1. Behrens, Laurence, and Leonard J. Rosen. *Writing and Reading Across the Curriculum*. 8th Edition. New York: Longman, 2004.
2. Hairston, Maxine, John J. Ruszkiewicz, and Christy Friend. *The Scott, Foresman Handbook for Writers*. 7th Ed. Upper Saddle River: Pearson, 2004.
3. College-level dictionary.
4. Portfolio of English 112 materials (available at the BGSU Bookstore, SBX and Bee Gee Books).
5. Two 3.5" computer disks or zip disks. I suggest investing in a jump drive and bypassing disks altogether.
6. A BGNet email account.

A note on additional expenses: You will make photocopies of sources and essay drafts throughout the semester.

COURSE DESCRIPTION AND INFORMATION

English 112, "Varieties of Writing," is the last in the series of General Studies Writing (GSW) courses offered at BGSU. Although there are probably hundreds of varieties of writing that occur in various contexts (some of which you may have explored in 110 or 111), we will be concentrating on three varieties of writing that are especially prominent in academic settings: the critique, the multiple source synthesis essay, and the synthesized, researched essay.

The emphasis in English 112 is on developing your critical and analytical skills in reading, thinking, and writing. Specifically, English 112 is designed to give you instruction and extensive practice in reading scholarly articles, writing critiques of what you read, making logical connections among several sources, and writing about those connections. As part of your English 112 research requirement, you will have many opportunities to learn how to use the BGSU library effectively and how to utilize a variety of sources in your writing.

COURSE REQUIREMENTS

Attendance and Participation

Our time in class will be very valuable to you. Much of our time will be spent in a workshop environment where students will write and revise essay drafts and get immediate feedback from peers and me. You will also be involved in important in-class discussions of the assigned readings and other activities designed to help you better understand the requirements of your writing assignments. Because class time is so valuable in English 112, attendance and active participation in this class are mandatory.

I understand that severe illness and family emergencies can prevent you from coming to class. If a true emergency arises and causes you to miss class, please discuss this with me before you leave. Feel free to call my cell phone or send me an email if a problem arises. If that's not possible, contact me when you return, and we will work together to try to accommodate your situation. I'm happy to work with you in the case of emergencies, but obviously I cannot do the work for you.

Please remember that if you must be absent for any reason, it is your responsibility to find out what occurred in class and to make up any assignments. **Any student who misses more than four classes will not be eligible to have his or her portfolio submitted at the end of the semester.** In this event, you will have to retake English 112.

Conferences

We will spend a great deal of time in English 112 talking about your writing. To facilitate our discussions, you will be required to schedule at least two conferences with me this semester. One-on-one meetings are the best ways to handle specific questions you have about your own writing and research projects. Although you are required to attend only two conferences with me, I strongly encourage you to schedule more.

Essays

You will be graded on four fully-revised essays this term: a critique, two multiple source essays, and one researched essay.

Critique: The English 112 critique is written as a systematic evaluation of an academic article. An effective critique provides your reader (and yourself) with a full understanding of the article being critiqued, its intended meaning, and its merits and faults. The 112 critique will be graded on how fairly, accurately, and efficiently the text is summarized, how thoroughly and sensibly the text is evaluated, and how clearly the criteria used to evaluate the essay are presented.

Multiple Source Essays: Another kind of essay you will write is a synthesized multiple source essay. You will write two of them during the course, each assignment slightly different. In an effective multiple source essay, you offer your own argument supported by various sources. In writing the English 112 multiple source essays, you will be asked to present your view on a subject as represented in several readings, while synthesizing ideas from the authors you have read. While a proficient multiple source essay clearly expresses your own thoughts on a particular issue, it also exhibits your thorough familiarity with differing views on that issue. Your success in writing a proficient multiple source essay will be determined, in part, by how well you understand and synthesize information from the various sources you have read and, in the case of the second multiple source essay, your ability to incorporate sources found through independent research.

Researched Essay: You will write one researched essay in English 112. This essay will make use of a variety of sources (e.g., journal and newspaper articles, books, online sources, interviews, surveys, etc.). Like the multiple source essays, the researched essay will present your view on a particular issue while synthesizing ideas from a number of sources. The researched essay will be graded on the quality of the research, the clarity and accuracy with which the information is presented, and the effectiveness and logic with which sources are used to support your own original and relevant argument. Because proficiency in argumentative synthesis is a key goal of English 112, **all students must pass the researched essay with a grade of C or higher** in order for their work to be submitted for Portfolio Assessment, which is necessary for passing English 112.

Format for All Drafts

All rough drafts and final copies of your essays are to be in the proper MLA format. Check the sample paper on p. 821 in *The Scott, Foresman Handbook* for details. Use Times, 12 point font, double spaced, with one-inch margins on all sides. The final draft must also be accompanied by your prewriting, rough draft(s), peer review sheets, and assignment sheet. All of these elements will be stapled together with a rubric attached to the top.

Late Assignment Policy

English 112 requires you to write four fully-revised essays and one exploratory draft. Each assignment must be turned in on time in class. I will not accept or grade late work that is placed in my office, under my office door, in my mail box, through email, or in my digital-drop box in Blackboard. Please pay attention to the due dates listed on your syllabus. Please feel free to see me for further clarification of my late paper policy or to discuss any concerns regarding essay due dates.

Revision Policy

Improving your ability to revise your essays effectively is an important goal of English 112. Revision will occur for each essay you write this semester, but the goal of English 112 is for you to learn skills that will enable you to revise your essays before you turn them in for a grade. We will spend class time working on activities to improve revision skills. As you revise your work in progress, I encourage you to take advantage of my office hours and to schedule writing conferences with me. The Writers Lab can provide additional assistance.

You may revise an NP on one of the multiple source essays and on the researched essay once after their original evaluation if you first schedule a conference with me to discuss your revision strategy. **(Please note that you must pass the researched essay requirement with a grade of C or higher in order to pass this course.)** A revised essay is due on the specified date and should be submitted with the original graded essay and a new rubric. The grade for a revised essay can be no higher than a C. The critique may NOT be revised after it has been submitted as a final draft.

Lost Essays

You are responsible for maintaining a copy of each draft of your essays. All of the essays will be returned after I have evaluated them, and all essays must be present in the portfolio at the end of the semester. It is your responsibility to compile these essays in the portfolio folder so the essays can be further reviewed by a portfolio assessor. Since, occasionally, essays and disks are stolen, lost, or destroyed, you should keep an additional copy of each essay and a back-up disk in a safe place. You may also want to email a copy to yourself. Ultimately, it is your responsibility to submit a complete portfolio. Incomplete portfolios will not be evaluated; students without portfolios will not pass the course.

Library Tour

You will be responsible for completing a self-guided, online library tour to help you refine your skills with different BG online databases and citations. You will be asked a series of questions online, which you must answer on a scantron sheet. The sheets will then be sent to a librarian to be graded. This tour is a more advanced version of the 110/11 self-guided tour and completing this tour will make doing research in 112 easier to manage and more effective.

Other Assignments

I will occasionally assign some short writing exercises to supplement drafting, revising, and editing the graded projects which, like the four graded essays, need to be fulfilled as part of your Achievement Requirements for passing English 112. As with the graded assignments, the additional assignments are designed to improve your critical thinking and writing skills.

You will also have reading assignments that we will discuss as a way to improve your critical thinking and reading skills. You should be prepared throughout the semester to discuss all reading assignments in class on the dates they are assigned.

One other important requirement is your active participation in collaborative activities. Peer revision and small group activities can assist you in your development as a thinker and writer; you will find that collaboration is a valuable way to get and give useful feedback. Your contribution to the work of classmates will be observed and evaluated as part of the course's Achievement Requirements.

Plagiarism

Plagiarism in any form will not be tolerated. Please consult BGSU's *Student Affairs Handbook* for policies concerning plagiarism and academic honesty. All policies and penalties for violations stated in this handbook apply to our class. I will discuss plagiarism in more detail later in the course.

Human Subjects Review Board (HSRB) Guidelines

In compliance with federal regulations governing research with human subjects, students in GSW classes must adhere to the guidelines that have been approved by HSRB for students in GSW classes when conducting field research (i.e. interviews, questionnaires, and observations). If students do not meet these guidelines, the information cannot be used in any essay. If any essay has such information, it will not be accepted. I will discuss this in more detail later in the course.

ESSAY GRADES DESCRIPTION

Each essay you write for English 112 will be graded A, B, C, or NP (Not Passing). An explanation of these grades follows:

An **A** essay clearly passes all categories of the rubric. It demonstrates a superior command of the subject matter and presents that information so effectively that the reader enjoys reading the essay and learns from it. The **A** essay shows clear organization that captivates the audience and keeps readers involved through all stages of the essay. Moreover, the **A** essay reveals a sophistication in style and an original voice; sentences are appropriately varied in length and construction; transitions and metadiscourse are used to produce a smooth flow for the reader; connections between sentences and ideas are clear. In addition, individual sentences are concise, clear, and highly specific. The **A** essay demonstrates a high degree of selectivity in word choice and is free of all but a few minor errors in grammar and mechanics. The **A** essay is the work of a writer who is able to deal comfortably with complex material and can present that material effectively for others. As a result of its careful organizational structure and development, all factors, both in content and style, combine to form a unified whole. For the multiple source and researched essays, effective synthesis must be demonstrated for a grade of **A**.

A **B** essay clearly passes in all categories of the rubric. It contains few mechanical errors (none of which impede communication), and it effectively delivers a substantial amount of interesting information. The specific points are logically ordered, well-developed, and unified according to a clear organizing principle. The introduction and conclusion are effective, but not as engaging as in the **A** essay. The **B** essay exhibits an understanding of metadiscourse, and transitions are adequately smooth and logical. Sentence structure is sufficiently varied in both length and construction, and the choice of words has been made selectively, with few minor errors in grammar and mechanics. The writing in a **B** essay is organized, clear, coherent, and correct. The essay is far more than competent and, again, must show effective synthesis.

A **C** essay passes all categories of the rubric. It is generally competent and reasonably well developed and organized. The **C** essay demonstrates an average knowledge of the subject matter, but the presentation of

that information is often vaguely stated and superficially connected. The essay may lack adequate transitions and use of metadiscourse. The sentence structure is often not varied in either length or construction. It may contain some mechanical or grammatical errors, but they do not interfere significantly with meaning. Though the **C** essay fulfills the assignment, it is not especially engaging or enlightening. In English 112 multiple source essays and researched essays, a **C** essay must show synthesis of source materials and an ability to construct and sustain an academic argument.

An **NP (Not Passing)** essay does not pass in one or more categories of the rubric. It has serious flaws in audience awareness, organization, development, syntax, word choice, and/or mechanics and grammar.

ESSAY REQUIREMENTS FOR GRADING

Critique

In order for the final draft of the critique essay to be considered for a grade, you must satisfactorily complete and submit all your preliminary work and materials relating to the assignment:

1. Prewriting (summary, annotations, outlines, etc.)
2. Assignment Sheet
3. Rough Drafts (with instructor comments)
4. Final Draft w/rubric (handed in by due date)

Multiple Source Essays

In order for the final draft of the multiple source essays to be considered for a grade, you must complete and submit all your preliminary work and materials relating to the assignment:

1. Exploratory Drafts/Proposals
2. Prewriting (summaries, synthesis sheets, annotations, outlines, etc.)
3. Assignment Sheets
4. Rough Drafts (with instructor comments)
5. Final Draft w/rubric (handed in by due date)

Researched Essay

In order for the final draft of the researched essay to be considered for a grade, all of your preliminary work and materials relating to the assignment must be satisfactorily completed and submitted:

1. Prewriting:
 - a. MLA and COS/MLA exercise
 - b. Researched Essay Proposal
2. Assignment Sheet
3. Rough Drafts (with instructor comments)
4. Final Draft w/rubric (handed in by due date)
5. Presentation Proposal/Handouts/Evaluations

LETTER GRADE/POINT SCALE FOR ENGLISH 112

Your final grade in English 112 will be based on the following point scale. Each assignment will be worth a varied amount of points as noted below:

Essay Type	Grade and range of points that can be awarded			
	A	B	C	NP
Critique	4	3	2	1
Multiple Source #1	8 - 7	6 - 5	4 - 3	2
Multiple Source #2	10 - 9	8 - 7	6 - 5	4
Researched Essay	14 - 12	11 - 9	8 - 6	Must Revise

Remember that you MUST pass the researched essay to be eligible for Portfolio Assessment.

<u>Assignment Type</u>	<u>Points</u>
Critique	_____
Multiple Source #1	_____
Multiple Source #2	_____
Researched Essay	_____
Total Points	_____

Once all points have been awarded, add the total together and use the following scale to determine your final grade for the course:

36-31 points = A 30-24 points = B 23-15 points = C below 15 points = NP

SUMMARY OF REQUIREMENTS FOR PASSING ENGLISH 112

- Hand in all required written work on time (critique, multiple source essay #1, multiple source essay #2, researched essay, and all other writing assignments).
- Attend all classes and participate meaningfully in all class discussions and group work.
- Complete all reading assignments.
- Attend all scheduled conferences (two required).
- Receive a grade of C or higher on the researched essay.
- Receive a final grade of C or higher for the course.
- Pass the Portfolio Assessment at the 112 level.

PORTFOLIO ASSESSMENT PROCESS

During the last week of class, I will let you know whether your essays are eligible for Portfolio Assessment. You are responsible for maintaining a copy of each draft of your essays. All of the essays will be returned after I have evaluated them, and all essays must be present in the portfolio at the end of the semester. It is your responsibility to compile these essays in the portfolio folder so that a portfolio assessor can further review the essays. Since occasionally essays and disks are stolen, lost, or destroyed, you should keep an additional copy of each essay and a back-up disk in a safe place. Ultimately, it is

your responsibility to submit a complete portfolio. ***Incomplete portfolios will not be evaluated; students without portfolios will not pass the course.***

If, by the end of the semester, you have met all of the English 112 Achievement Requirements, have passed the researched essay with a grade of **C** or higher, and have earned a final course grade of **C** or higher, your work will be eligible to receive a Portfolio Assessment.

If your portfolio is eligible, during the last week of the semester your essays will be read and evaluated by another English 112 instructor (not by me). The portfolio reader determines whether or not your writing, overall, shows proficiency at the 112 level. Unlike other courses where one or two weak assignments can ensure your failure, the Portfolio Assessment allows you to make improvements in your writing and grow as a writer. Even if you struggle with an essay or two, as long as your portfolio meets the minimum requirements for passing English 112, you will pass this course.

If you have not earned a final course grade of **C** or higher, have not passed the researched essay with a grade of **C** or higher, or have not met other Achievement Requirements, your work will not receive a portfolio evaluation. Instead, you will be required to re-enroll in English 112.

UNIVERSITY GRADING POLICY FOR ENGLISH 112

If your work passes the Portfolio Assessment at the English 112 level, you will receive an **A**, **B**, or **C** for this course. Your English 112 grade will be calculated into your grade point average.

- If your work does not pass the Portfolio Assessment, you will receive an **NR**, meaning **NO RECORD**, in English 112. What the **NR** means is that no notation of the course will be made on your transcript, nor will your grade point average be affected.
- A student whose work is not eligible for a Portfolio Assessment, but who has attempted to meet all of the Achievement Requirements, will also receive an **NR**. The assumption behind the **NR** is that writing is a skill which takes some students longer than others to master. Therefore, a student who is showing improvement and who is working toward proficiency should not be penalized in the traditional ways.

It is also possible to receive a **WF** (Withdraw Fail) in this course. If you should stop attending this class for any reason without going through the university procedures for dropping a class, you will receive a **WF** for this course. If you receive a **WF**, the grade **WF** will appear on your transcript and an **F** will be calculated into your grade point average.

POLICY FOR GSW PORTFOLIO APPEALS

The General Studies Writing Program allows opportunities for students to appeal their final grade for the course if their situation meets specific criteria. Students may appeal an instructor's decision not to submit their portfolios if they have evidence that they have met their instructor's achievements requirements and that they have fulfilled the minimum criteria for passing the course. Likewise, students may appeal no-passing Portfolio Assessments if they have reason to believe that the two evaluators (both of whom are trained, experienced GSW instructors) have overlooked important evidence that their portfolios, in fact, successfully meet the learning outcomes and established criteria for passing the course. Students should not, however, routinely appeal no-passing portfolios simply because they are unhappy with their instructor's or the portfolio evaluator's decision.

APPEAL TIMETABLE FOR SPRING 2005:

Mon. 5/2, 5 p.m.: Deadline for appealing an instructor's decision not to submit a portfolio for assessment. Appeal forms are available in the GSW Office, 215 East Hall.

Thurs. 5/5, after 2 p.m.: Afternoon on which students are *required* to retrieve their portfolios and evaluation results during the specific time period designated by their instructors. If students are absolutely unable to retrieve their portfolios at the appropriate time, it is their obligation to make alternate arrangements for doing so, well in advance of this date. It is mandatory that students obtain their portfolio results at the designated time because, on occasion, students have been surprised by the outcome.

Thurs. 5/12, 5 p.m.: Deadline for appealing a non-passing portfolio result. Appeal forms are available in the GSW Office, 215 East Hall.

CAMPUS SERVICES FOR WRITERS

Writers Lab Services

The Writers Lab is a free service where students can get individualized help with whatever writing they do at BGSU. It is located in room 303 Moseley Hall, phone 372-2221. Please call ahead to make an appointment to assure a tutor will be available to meet with you.

The Writers Lab also has an e-mail "hotline." If you e-mail a question (you could also include a part of your writing) to the Writers Lab, a staff member will respond with comments, advice, or answers. The e-mail address is writers@bgnet.bgsu.edu.

If you currently do not use a computer for writing, you can also make an appointment at the Writers Lab for a free tutorial on using the Macintosh computer and word processing programs.

More information about the Writers Lab, including handouts on common grammatical problems and other writing issues, is available at the lab and online at

<http://www.bgsu.edu/offices/acen/writerslab>

Online Information About BGSU's Library Resources

The BGSU Library Services has created a web page to help familiarize students with what our library has to offer. Several links are available from the main web page to help you learn more about the library and effective research strategies. I encourage you to visit the "Library User Education" main page at the following URL address:

<http://www.bgsu.edu/colleges/library/infosrv/lue/luehome.html>

Library personnel are always ready to help with any questions you might have about library use. Stop by the Information/Reference Desk with your questions or concerns.